



DEPARTMENT MONTHLY REPORT

Meeting: Milton Town Council - Apr 05 2021

Staff Contact: Stephanie Coulbourne, Town Clerk

Department: Admin

Subject: Admin Monthly Report

Departmental Highlights:

In addition to administrative functions, below are highlights completed by the administrative staff for the month of March:

- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustment, and Traffic Calming Ad-hoc Committee.
- Transcribed Town Council meeting minutes for March 1, 2021.
- Attended the Board of Elections meeting to certify the candidates for the 2021 Municipal Election.
- Issued forty-three absentee ballots for the municipal election.
- Maintained municipal election records and secured absentee ballots returned to Town Hall.
- Worked with the Department of Elections in Sussex County to prepare for the 2021 municipal election.
- Opened and set up Goshen Hall for the municipal election. Cleaned up Goshen Hall after the election.
- Assisted the Board of Elections and the Election Officers with the 2021 Municipal Election
- Attended the SCAT Steering Committee meeting,
- Participated in a conference call with Governor Carney's office.
- Attended State Wide Benefits training for annual enrollment of employee health benefits.
- Posted departmental monthly reports and Town Council minutes on the website.
- Coordinated a benefits meeting with AFLAC for new hires.
- Coordinated and attended Ethics Training with the Public Integrity Commission for both town staff and Town Council.
- Attended "Celebrating Women in Delaware Local Government: Conversations with City/Town Managers".
- Prepared and mailed 129 certified water disconnect notices for delinquent accounts. All accounts have been paid or now have payment arrangements.
- Researched and completed four FOIA requests

- Participated in supervisor training sessions on the iCompass software.
- Prepared Town Council agenda and packet for a soft launch of the iCompass software system.
- Submitted monthly pension contributions for all employees.
- Processed accounts payable checks on a weekly basis.
- Processed requests from mortgage companies seeking tax and utility balances for six settlements and seven refinances.
- Attended monthly supervisors meeting.
- Conducted an administrative staff meeting.
- Processed payments daily for tax and utility accounts.
- Continued with the records retention project.
- Continued organization and oversight of Town administrative matters.